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# Example of Admission Nurse Job Description

Our growing company is hiring for an admission nurse. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for admission nurse

* Assists provider with patient assessment, examinations and treatments
* Thoroughly educates and explains procedures to patients and family members (diagnosis, disease process )
* Performs basic medical procedures under the supervision of a provider, including set up of procedures
* Administers medications under the direction of the provider, according to the organization’s standards, policies, procedures, and/or guidelines
* Understand the requirements for approval by payer
* Offer counseling or referral to counseling and appropriate resources for elder abuse, domestic violence, statutory rape, and child abuse
* Assists in the referral and investigation of quality and risk management issues
* Exceptional phone etiquette to both internal and external customers
* Coordinates components related to the admission/transfer of emergent, urgent and elective patients into an accepting facility from referring hospitals, clinics, urgent care clinics and physician offices with appropriate level of care and timely, appropriate mode of transport
* Screens admissions, using approved criteria, for appropriateness of level of care and bed assignments

## Qualifications for admission nurse

* Registered Nurse - N.H
* Be able to drive an automobile in all types of weather conditions
* At least one year of acute care NP experience
* We require a nursing degree from an accredited school, BSN preferred
* 3-5 years experience in nursing or in a related field
* At least 3 years recent clinical charge nurse experience in an acute care setting